

HAZARDOUS MATERIALS CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

The position of this class involves highly responsible administrative and supervisory work in the direction of the hazardous materials division of the fire department. Work includes the supervision and direction of all subordinate employees of the division and of all department employees when they are assigned for training in hazardous materials. The hazardous materials chief personally responds to emergency calls involving hazardous materials and directs and assists in the work of line fire companies responding to such incidents. The chief of this division also develops and directs a training program in hazardous materials for the entire department, oversees maintenance of all division records and reports, and assists in budget preparation and all other administrative functions assigned. The hazardous materials chief reports directly to the chief of operations who reviews and directs the work of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises all subordinate employees and any clerical, secretarial, and temporary employees assigned to the hazardous materials division by assigning and reviewing work performed, keeping records on attendance, training, and related personnel matters, providing technical assistance when needed, and training new employees.

Researches all new literature on hazardous materials for use in preparing training materials and for developing new procedures for use in hazardous materials incidents. Writes specifications for equipment to be used by the hazardous materials division.

Prepares the budget for the hazardous materials division for use by the fire chief in preparing the total departmental budget. Makes policy decisions for the hazardous materials division with the approval of the fire chief.

Coordinates the work of the hazardous materials division with all other divisions of the fire department and with related federal, state, and local fire agencies and institutions.

Performs all duties also assigned to subordinate employees at the scene of a fire or emergency involving hazardous materials, including directing firefighting efforts of responding line companies, operating hazardous materials unit and equipment, and

coordinating the work of any individuals or specialized agencies called out for assistance.

Directs training of all department personnel, volunteer fire companies, and companies from departments in surrounding areas in the handling of hazardous materials. Develops training material and training tests. Personally teaches hazardous materials subjects at the drill field and in company training at fire stations. Assigns training responsibilities to subordinates and oversees their work.

Maintains or oversees the maintenance of all records and reports required of the hazardous materials division. Personally keeps records and writes required reports on all work of the division.

Handles media questions concerning hazardous materials. Gives talks, lectures, and demonstrations to school and civic groups, schools. Attends schools and training courses on new developments in any areas involving hazardous materials. Handles correspondence with industry and with outside agencies on the work of the hazardous materials division and any related subjects.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must possess a valid driver's license.

Must have not less than two hundred (200) hours of training in subjects related to hazardous materials at an accredited fire training facility or through specialized fire department training.

Must be a regular and permanent employee in good standing in the class of Assistant Hazardous Materials Chief.

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